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OFFICE OF TRAINING BULLETIN



FEBRUARY 1957

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NEWS

REQUEST FOR INTERNAL TRAINING, FORM 73, NOW STOCKED IN SUPPLY ROOM

Form 73, Request for Internal Training, previously supplied to Agency Training Officers by the OTR Registrar's office, is now available to you through your Building Supply Officer (local supply room). Form 73 is used for application to attend courses of training given by the Office of Training within CIA. Instructions for the use of the form are given in the Administrative Foreword of your office copy of the OTR Catalog.

Form 136, Request for Training at Non-CIA Facility, continues to be available in your supply room. Instructions for its use, in applying for external training, also are contained in the Administrative Foreword of your catalog.

INDIVIDUAL TRAINING CODE SHEET FORM 1025 REVISED FOR FEBRUARY USE

Training Officers responsible for the preparation monthly of the Individual Training Code Sheet, Form No. 1025, will find in local supply rooms a new, 4 x 6 card, Form 1025 to be used henceforth.

The new card-form is to be used in reporting training completed on-or-after 1 January 1957.

Training completed before 1 January 1957 is to be reported on the original-type form.

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WRITING WORKSHOP OVERSUBSCRIBED CLASS #11 RUNS IN TWO SECTIONS

Supervisors' registration of personnel for the January Writing Workshop, course I-6 in your office copy of the OTR Catalog, was more than double the enrollment limit. It proved feasible, in this instance, to schedule 2 sections of the class taught by [REDACTED] Chief Instructor, and his associate, Charles [REDACTED]

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Personnel interested in attending future Writing Workshops are advised to register as far in advance as possible. Usually limitations of space and in the number of available instructors make it impossible to schedule more than one section. The next course is scheduled to begin 25 February.

TEST YOUR SKILL IN READING?

If you wish to have your scanning, informational reading, and study reading skills evaluated, you may contact the Reading Improvement Branch, extension [REDACTED] and arrange to take reading skill tests.

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The tests usually given for diagnosis and analysis of reading skills at the beginning of Reading Improvement, course I-7 in your office copy of the OTR Catalog, will be given. On the basis of scores on the tests, the reading instructors will make recommendations as to whether or not you should take the Reading Improvement course. They will also suggest other steps you may take to improve your reading skills.

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EXPERIMENTAL SCHEDULING OF APRIL, MAY
READING IMPROVEMENT CLASSES
WILL SAVE STUDENTS' TRAVEL TIME

Without decreasing the total number of hours spent in the classroom, the duration of the Reading Improvement class scheduled to begin 15 April 1957 will be shortened from 7 weeks to 3 1/2 weeks; it will end on 8 May 1957.

As a trial, the course will be conducted in 18 two-hour sessions rather than the 35 one-hour sessions usually offered. This training intensification will save each student who comes by shuttle to Alcott Hall about 17 hours of the time now required to attend the course.

Another Reading Improvement Class will begin 15 May 1957 and end 7 June. It will also consist of 18 two-hour sessions.

The 15 April and 15 May classes will be retested two months after the end of each course, and their long-term skill improvement will be compared with the improvement shown by classes that completed the training on a 7-week, one hour a day, schedule.

Until the retest results for the two experimental classes are analyzed, there will be no change affecting the presently scheduled 17 June - 2 July 1957, seven-week, class.

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TAILORED COURSE FOR OO/CONTACTS
SCHEDULED FOR 7TH PRESENTATION

The seventh class of the OO/C RE-FRESHER, course I-11 in your office copy of the OTR Catalog, began 4 February. This course, for contact specialists, exemplifies a type of training tailored specifically to the needs of a requesting component.

The OO/C Refresher was organized by OTR in 1955, at the request of OO/Contact Division to serve as their internal training program. The objective of the course, attended by field personnel brought to Headquarters every two years for 10 days, is to familiarize them with the current organization and mission of the Intelligence Community and the relationship of the OO/Contact Division to them. Field personnel are given an opportunity to meet with users of their reports and to discuss mutual problems in production and collection requirements. A review of the world situation is given by OCI area specialists, and tours of Headquarters installations are arranged.

All OO/C field personnel have attended the course within the last two years, and the curriculum now is being revised by OO/C and Intelligence School representatives on the basis of OO/C needs, critiques from previous classes, and Field office requirements.

The revised curriculum will include a review of basic methodology, group discussions of field collection problems led by specialists from Field offices, and visits to Headquarters branches with which contact specialists deal.

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SPECIAL CABLE REFRESHER TRAINING
GIVEN OVER 70 DD/S, DD/P PERSONNEL

Special cable refresher training was given, during the fall of 1956 and in January, 1957, to secretaries and stenographers of the Office of Logistics and the PP Staff. Over 70 individuals attended the tailored classes, taught by [REDACTED] Administrative Training/TR.

These special presentations are oriented to problems unique to the component requesting the instruction. For instance, components of DD/I and DD/S prepare dispatches going to area divisions of DD/P. Format, and other detail, must be in accord with regulations not available to non-DD/P components; also, each area division has developed variations peculiarly characteristic of its field communication. Thus, the special cable refresher training requested by the Office of Logistics was geared to the problems resulting from this general situation.

As in the DD/P-requested class, attended only by personnel of that component, the Logistics class concentrated on "live" materials of interest to the secretary and stenographer. The purpose of these special classes is to maintain a high efficiency in respect to Agency communication - cable traffic - and constantly to improve this level of service through periodic refresher instruction.

SPECIAL IBM EXECUTIVE TYPEWRITER
CLINIC DRAWS AGENCY INTEREST

Because of the substantial demand evidenced throughout the Agency, the IBM Executive Typewriter Clinic, originally a one-day program scheduled for 17 December, was extended to include 18 December with six sessions during those two days.

Forty-nine individuals attended this first scheduled clinic, announced in the December issue of your OTR Bulletin. The instruction was conducted by Margaret Duane, Educational Representative, Electric Typewriter Division, International Business Machine Company. Similar training sessions on other electric typewriters including the IBM regular electric typewriter, may be held in the near future. Watch the NEWS section of your OTR Bulletin.

APPROXIMATELY [REDACTED] STUDENTS TRAINED
IN 1956 CLERICAL ORIENTATION CLASSES

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During 1956, approximately [REDACTED] new clerical employees attended Clerical Orientation, course B-10 in your office copy of the OTR Catalog. This three-day course, given 50 weeks during last year, averaged 24 students per class. Largest number trained in any one week: 50.

In this course, trainees who are to be employed in typing or stenographic positions receive three days' training; personnel entering clerk positions are given two days' training. It is interesting to note that in 1956 more than three times as many individuals took the three-day course, as the two-day.

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NEW CURRENT EVENTS TEST DEVELOPED
ASSESSMENT AND EVALUATION STAFF/TR

The need for a means of appraising a professional applicant's knowledge of current affairs long has been recognized in relation to many positions in the Agency. The rapidity with which tests of this sort become obsolete, thus far, has prevented the development of tests in this area. Now, the A&E Staff/TR has developed for use in the Professional Applicant Test Battery (PATB) a unique test designed to measure an applicant's knowledge and understanding of current events on the national and international scene. The items are drawn from significant happenings of the past year and a half. The content is balanced among the several areas of the world and among political, economic, military, and other fields. The questions, each of which is on a separate looseleaf page, are constantly reviewed and replaced by new items as they grow out of date or as new significant events occur in their area. Liberal use is made of maps, political cartoons, graphs, and quotations from speeches and editorials in an effort to get at an indication of the individual's understanding of broad problems and developments rather than memory for recent headlines.

It is believed that this test, among those developed in support of the activities of the Office of Personnel, will be a useful addition to the screening of applicants for a wide variety of specific assignments.

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As items accumulate over the years, it will become possible to use them in individual cases to appraise a person's knowledge of what has happened in a given area over a specified period of time.

Further information regarding this test can be obtained by calling the Chief, Testing Services Branch, A&E Staff/TR, extension [REDACTED] 25X1A

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NEXT INTELLIGENCE PRODUCTS EXHIBIT
SCHEDULED 14 FEBRUARY, THURSDAY

Members of the Agency are invited to attend the Intelligence Products Exhibit, scheduled to be shown in the Auditorium of the Recreation and Service Building on Thursday, 14 February, between 0930 and 1200 hours.

Designed primarily as an integral part of Intelligence Orientation, course B-3 in your office copy of the OTR Catalog, the exhibit has been found to be of great interest and significance to members of the Agency. The exhibit is unique, in that it presents in one room a comprehensive view of the greater part of the intelligence activities of CIA.

The exhibits are held every month during the year, August excepted. For the first half of 1957, they are scheduled for 14 March, 11 April, 9 May, and 6 June.

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SELECT PUBLICATIONS AVAILABLE TO YOU

The OTR Library has a number of select, unclassified publications on the subjects of communism, espionage, guerrilla warfare, resistance, and survival.

25X1A You may request copies by calling the Chief, OTR Library, extension [REDACTED]

Titles include:

Answer Please! Questions for Communists by Stephen Naft

The Strategy of Communist Infiltration-The Case of Czechoslovakia by Ivo Duchacek

It Takes a Russian to Beat a Russian by Wallace Carroll

25X1A Guerrilla by Samuel B. Griffith

Operations Against Guerrilla Forces - Special Text 31-20-1, Infantry School, Fort Benning, Georgia

Of Resistance by Julian Amery

Resistance Movements in the War by Colin Gubbins

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CLERICAL SKILLS QUALIFICATION TESTS
SCHEDULED FOR FEBRUARY AND MARCH

Clerical Skills Qualification Tests in shorthand and typewriting, administered to on-the-job employees who must meet Agency standards, will be given Mondays during February and March as follows:

4 February	18 February
11 March	25 March

(Typewriting: 1315
Shorthand : 1400)

These tests are given in Room 2300, Alcott Hall, second floor, Wing C.

Supervisors who wish to have employees tested should get in touch with their Personnel Placement Officers. The officers will arrange for test registration.

Usually, employees who do not meet the Agency clerical skills standards in these tests should be enrolled in the Clerical Refresher Program, listed in your office copy of the OTR Catalog, as courses B-12 to B-19.

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OTR BIBLIOGRAPHIES AVAILABLE TO YOU

Copies of the following specially prepared bibliographies are available and may be requested through your Training Officer, or by calling the Chief, OTR Library, extension [REDACTED]

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Political and Social Development in Southeast Asia, TR RM O-534, 7 pages, Unclassified, January 1957.

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AGENCY LANGUAGE STUDY PROGRESSES

Current enrollment in internal language training courses is approximately 300; enrollment in self-study programs is approximately 123.

The Language Laboratory, 2132 Eye Building, was utilized by 121 students, during the past month, for a total of 1,002 hours, in the study of 19 languages.

From the middle of November to the first week of January, regularly scheduled foreign language proficiency examinations were taken by 23 individuals from various Agency components. Languages included French, German, Russian, Serbo-Croatian, and Swedish. In addition, special request examinations were given a total of 5 people, in Chinese (Mandarin), French, German, and Japanese.

NSA & DEPARTMENT OF STATE COURSES AVAILABLE TO AGENCY EMPLOYEES

The Office of Training is completing final arrangements with the National Security Agency to conduct for CIA research-engaged people the standard NSA course in Indonesian. This is a full-time, strictly reading, language course beginning about 4 February and running for three months. It will be conducted at the NSA Language School. Secret clearance is required.

The Foreign Service Institute, Department of State, has just announced a China Area Course running half-time from 4 February to 20 July. This is a general survey with emphasis on the modern period.

For detailed information, call extension [REDACTED]

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INTELLIGENCE COMMUNITY SENDS 16 TO ATTEND SPECIAL LECTURES ON INDIA

The SPECIAL LECTURE SERIES: SPHERE OF INDIAN INFLUENCE IN SOUTHEAST ASIA, recently terminated, was attended by 16 visiting students from other agencies of the Intelligence Community in addition to approximately 50 CIA students.

This lecture series concentrated on the position of India in South and Southeast Asia and the influence of India in the region, particularly with regard to the East-West conflict.

Guest speakers, from the Department of State as well as components of this Agency, contributed to the series and also participated in the Symposium: India, East-West or Neutral. A high level of audience participation characterized the discussion periods following each lecture.

SPECIAL LECTURE SERIES ON CHINA PLANNED FOR APRIL

A special series of lectures on China, past and present, is being planned by Eastern Studies, Language and Area School/TR, for April of this year. It will consist of approximately 10 two-hour presentations, designed to provide listeners with added insight and understanding of the role of China in the East-West struggle.

Speakers will include Agency personnel with experience in Chinese affairs as well as qualified lecturers from other agencies and the field of foreign service. The program also will include area films of special significance.

Details of this special lecture series will be announced in the March issue of the OTR Bulletin.

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8 NEW FOREIGN LANGUAGE SEMINARS
AVAILABLE TO YOU - BEGIN EARLY MARCH

Eight new intermediate and advanced Foreign Language Seminars will be started during the week of 4 March 1957, providing there is a minimum enrollment of four persons, in Chinese, Japanese, Italian, German, Russian, French, Swedish, Arabic.

These seminars are designed for persons with intermediate or advanced fluency who desire an opportunity to maintain it through control-discussion led by native speakers.

Little or no class preparation is required. Each seminar meets twice a week for from one to two hours, as arranged between the leader and the group. Formal registration is not required; no evaluation or attendance reports are made.

25X1A If you are interested in attending one of these seminars, you may direct your inquiry through extension [REDACTED]. Please, if possible, make your reservation prior to 26 February. Persons who thus arrange for attendance in a seminar will be invited, by 1 March, to attend an organizational meeting during which the group will plan their hours and place of meeting, and determine the subject materials on which they desire to concentrate their seminar activity.

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FIRST AMERICANS ABROAD COURSE
-GIVEN ON A REGIONAL BASIS-COMPLETED

The first Americans Abroad course to be conducted on a regional, rather than a country, basis was completed in mid-January. In addition to the Agency students enrolled, two dependents of Agency personnel attended this AMERICANS ABROAD - THE MIDDLE EAST.

The regional approach originally was chosen because of the practical difficulties involved in scheduling courses for each of the numerous countries of the area. This treatment proved successful.

Throughout the course stress was placed on those factors of life in the Middle East which provide a common experience for those assigned to stations such as [REDACTED] and [REDACTED]. Religion, language, social customs, as well as people, places, and problems, were among the subjects discussed by students with those who knew the area as natives or had lived there for some time. Problems peculiar to the posts to which individual students were assigned also were discussed in specific manner.

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CHINA AND RUSSIA

(a review by [REDACTED] Assistant/Eastern Studies/TR)

In a penetrating analysis of Sino-Russian relations, "China and Russia", in the June, 1956, issue of Atlantic Monthly, Edward Crankshaw quotes Sazonov, Russian Foreign Minister in 1912, as answering a German appeal for aid in strengthening China, with the comment: "Russia . . . cannot wish for the strengthening of her neighbor; she could therefore view with equanimity the collapse of modern China." What Sazonov was saying, and what Crankshaw makes as a significant point in his article, is that neither Tsarist Russia nor Soviet Russia has ever desired a strong independent national state on her long eastern border. The pertinence of this idea and of its implications is frequently overlooked today. National policy is the outgrowth of internal and external pressures—the moves of a society toward adaptation to its social and physical environment. Russia's Far Eastern policy long antedates the October Revolution. The fact that both Russia and China are today communist states, with a consequent political linkage, tends to blur the larger picture.

It is true that basic communist doctrine aims at communization of the world, and it is also true that in the early years of the Revolution in Russia communists the world over, aided and encouraged from Moscow, worked hard to accomplish this aim. But as Leninism changed to Stalinism, so Soviet foreign policy was reshaped to embrace the concept, Russian as well as Soviet, of Russian domination of Eurasia. World revolution was still a goal of the Kremlin, but where heretofore the phrase did not necessarily imply Soviet domination, Stalinist doctrine now admitted not even a pretense of national equality with Russia on the part of any communist state.

Thus, Soviet policy was aimed more at destroying Chiang Kai-shek than at aiding Mao Tse-tung. Paramountcy in Asia was the aim of Russia, both before and after the Revolution. As Crankshaw points out, Mao's rapid success took Stalin completely by surprise. The USSR had been planning and working for a weak and ineffectual South China hemmed in on the west by Sinkiang, on the north by Mongolia, North China and Manchuria, and on the east by North Korea, all under the actual domination of Russia. But, virtually unaided by Russia until the end appeared inevitable, the People's Republic of China was established in 1949 and in the years that followed, Chinese dominance was extended from Sinkiang to North Korea. Only in Outer Mongolia has Russia retained control.

China is in the way of becoming a power in Asia in its own right. And China has 600 million people (as opposed to the USSR's 220 million), growing at the rate of 20 million a year (as opposed to 3 million annually in Russia). China has an expanding economy, has already shown she can stand up to Western armies on an equal footing, and has strong national ambitions of her own. China is indeed communist, but neither a satellite nor a junior partner of Russia.

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It is fully sovereign, fully independent. Its brand of communism, though closely akin to Russian communism in theory, has been tailored to suit Chinese aims and Chinese conditions. Pertinently, one may question whether any society, in the long run, reshapes itself to suit the requirements of an ideology or whether an ideology is remoulded in the course of time to meet local conditions.

What are China's aims? Is China more concerned with the propagation of communism in Asia--international communism, Moscow brand, that is--or is it rather concerned with rehabilitating itself as a viable society and a power in Asia? To put it another way, is China dedicated to the Soviet cause, in which the absolute dominance of Moscow is implicit, or is it determined to maintain its own independence and to pursue its own course? Crankshaw suggests that China's aims are Chinese and not Russian and that a position of subservience to Moscow is, and will continue to be, abhorrent to Peking. Crankshaw also suggests that Moscow is fully aware of this:

"... Messrs. Bulganin and Khrushchev (have) their eyes on another place besides Washington or London: no other place than Peking. Because in the eyes of the proud and jealous Chinese, the spiritual leaders of the new Asia, how can the demonstrative appearance of these pink-skinned Russians as patrons of the new India, of the new Burma, bordering on China herself, be regarded as anything but a challenge, a new manifestation of the southward-probing dynamic of the old, old Russia? How can the new China, tearing hell for leather into her own industrial revolution, needing urgently all the machines and steel that the Soviet Union can spare, regard with enthusiasm Moscow's lavish promises of these desiderata to countries which have not had a revolution To imagine that everything done in Moscow and Peking is concerned directly with Washington or London is not much more sensible than to believe that we have offended the gods when our house is struck by lightning."

Mr. Crankshaw's article is of particular interest in the light of Chou En-lai's current activities. China's protestations of unity with the USSR and devotion to Moscow leadership are certainly intended for external consumption and do not necessarily reflect the true state of affairs. One cannot but wonder whether this "little brother" act was not put on in response to a frantic appeal from Moscow for evidence of unity in the face of an obviously deteriorating situation. One also wonders what the quid pro quo is to be. It is not likely that Peking did not obtain one.

Eastern Studies, Language and Area School/TR, in addition to numerous Chinese and Russian language courses, this Spring and Summer is offering three area courses covering East Asia and embracing much of the material discussed in Crankshaw's article.

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Courses, Activities, and Programs

NON-CLERICAL BASIC TYPING, B.17

25 MARCH THROUGH 17 MAY

The 6th typewriting class for professional personnel will be held mornings, during the 8-week period, 25 March through 17 May. The class will meet from 0730 to 0815 hours, in room 2720, Wing H, second floor, Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 18 March.

It is suggested that you register for this course only if you are reasonably sure of realizing maximum profit through attendance in all, or nearly all, sessions of the course. Non-Clerical Basic Typing is course number B.17 in your office copy of the OTR Catalog, and questions concerning it may be directed to the Chief, Clerical Training, extension [REDACTED]

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NOONTIME MOVIE PROGRAM

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FEBRUARY AND MARCH

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED]. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

7 February Thursday	German film: "Ohm Krueger" B6264, 111 min. Anti-British (Emil Jannings film of Boer War)	25X1A
8 February Friday	Chinese films: "The Hwai River Battle" D6024, 30 min.; "Preparatory Meetings of the Chinese People's Consultative Conference", D6023, 20 min.; "Liberation of Taiwan", B6030 20 min. Location: [REDACTED] Auditorium	
11 February Monday	China and Japan area films: "China" D6572, 17 min.; "Letter From China" G6662, 34 min.; "China, the Land and People" H1233, 12 min.; "Japan, the Land and People" G6659, 11 min. "American Influence in Japanese Life" E7159, 14 min.	
12 February Tuesday	French film: "Crime and Punishment" G6700, 108 min. (Dostoyevsky's Classic Novel)	
13 February Wednesday	Russian Newsreels	
14 February Thursday	Asian films: "Peoples and Customs of Indonesia" D6332, 65 min.; "Malay Peninsula-People and Products", 11 min.	
15 February Friday	Italian film: "O Sole Mio" B0067, 80 min. (Resistance to Nazis in Naples in World War II)	
18 February Monday	Turkish film: "Rifle Squad in Attack" J6060, 22 min. (U.S. Army Film for use in training Turkish troops)	25X1A
19 February Tuesday	"Assignment India" J6067, 55 min. (Chester Bowles' film) Location: [REDACTED] Auditorium	
20 February Wednesday	Russian film: "Volga, Volga" MID 5023, 60 min.	

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21 February Thursday	Asian films: "Man's Power" (Indo-China) J6165, 9 min.; "New Roots" (Indo-China) J6166, 9 min.; "This is Indonesia" C7358, 11 min.; "Thailand" J1079, 10 min.; "Bangkok" 20 min.
22 February Friday	French film: "Carnival in Flanders" E6347, 80 min.
25 February Monday	Finnish films: "Infantry Training" D0693, 15 min.; "The Automobile Company" C0689, 15 min. (U.S.Army Training Films in Finnish)
26 February Tuesday	German film: "Under Women's Rule" B1517, 83 min.
27 February Wednesday	Russian Newsreels
28 February Thursday	Soviet Affairs films: "You are There--Moscow Today", "You are There--The Great Purge" (Trials of 1936-1937, CBS); "Nikolay Khokhlov Interview on Meet the Press" 90 min.
1 March Friday	Asian films in English: "Burma Today" H1138, 25 min.; "This is Malaya" H1046, 13 min.; "Southeast Asia: India, Thailand, Indochina, Ceylon, Japan, China, Pakistan, Malaya, Java" G6953, 30 min.; "Song of Siam" E7177, 11 min.
4 March Monday	Iranian films: "People of Iran" E6386, 26 min.; "Tabriz" N7221, 11 min.; "Newsreels" H6575, H6574, 32 min.
5 March Tuesday	Serbo-Croatian film: "In the Name of the People" E6701 44 min. (On General Mihailovic); "Land Reclamation" C7660, 17 min.; "New Youth" C7514, 22 min.
6 March Wednesday	Russian film: "Yakov Sverdlov" B1797, 80 min.
7 March Thursday	Films on Indian sphere in English: "Ladakh Diary--The Roof of the World(Kashmir), E6975, 11 min.; "The Ganges River" H6978, 16 min.; "The Changing Face of India" D6260, 11 min.; "The New India" H7107, 28 min.
8 March Friday	Spanish film: "Adventures of Chico" E6899, 52 min.

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11 March Monday	Norwegian film: "Little Frikk and His Violin" E6287, 22 min.
12 March Tuesday	Russian film: "The Man from Wall Street" H2306, 80 min. (Anti-American Propaganda)
13 March Wednesday	Russian Newsreels
14 March Thursday	Asian films: "Burma Road" G0782, 45 min.; "How our Neighbors Live" J0784, 11 min. (Daily life in India, Bali, Indo-China, Siam, Burma, Korea, and Japan)
15 March Friday	Serbo-Croatian film: "The Banner" C7476, 88 min.; (Story about Partisan Movement in World War II) Alternate film: "Slavica" (Resistance Movement on Dalmatian Coast" C7409, 98 min.
18 March Monday	Czech film: "The Inspector General" H011, 80 min. (Gogol's classic in Czech)
19 March Tuesday	Middle East Travelogue on Egypt, Saudi Arabia, Lebanon and Syria, Iraq, Iran, Turkey. H6718, 80 min.
20 March Wednesday	Russian film: "Lenin in 1918" G6725 or MID 5332, 60 min.
21 March Thursday	Films on Indian sphere: "The Etawah Story" E7310, 10 min.; "A Family of India" H6097, 13 min.; "Industrial Mysore 1 and 2" H6162 and H6163, 22 min.; "Mooti-Child of New India" J6027, 14 min. (Total time: 59 min.)
22 March Friday	Italian film: "Bread, Love and Dreams" H7006, 105 min.
25 March Monday	Spanish film: "The Young and the Damned" G6736, 81 min. (Film on Mexican Juvenile Delinquents)
26 March Tuesday	Asian films: "Singapore" J6603, 14 min.; "Peoples and Places in Thailand" J6791, 34 min.; "Revolution in Asia" J6244, 11 min.; "Java" J6106, 24 min.
27 March Wednesday	Russian Newsreels

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SPECIAL LECTURE SERIES:
IN THE MAJOR LANGUAGES OF THE WORLD

10 OCTOBER TO
1 MAY 1957

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All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend a series of foreign language lectures (see Lecture Schedule below) presented Wednesdays at 1530 hours, in room 1-82, Quarters Eye. Information regarding the series may be obtained by calling [REDACTED] You will, of course, wish to arrange with your supervisor for authorization prior to attendance at any one of the lectures.

Recognizing the need for increased knowledge in the language and area fields, the Office of Training is offering this series of lectures to be given in the major languages of the world by CIA personnel. Topics of particular interest, both to analysts and personnel in operations, have been selected. The purpose is twofold: To advance your knowledge of foreign languages; to increase your insight into the understanding of foreign peoples - their patterns of thought and behavior.

A special feature of the program is the amount of attention devoted to the theme "Understanding and Dealing With Foreign Peoples." Individual lecturers will speak on how to understand and deal with the Russians, the Japanese, the Latin Americans, etc. In this way, much of the "know-how" gained by our personnel through years of experience will be transmitted to you. As a result, it is hoped that in your contacts with the different nationalities, both here and abroad, you will be able to establish more effective rapport and attain better results.

Summaries of the lectures, in English, will be provided in the "Understanding and Dealing With Foreign People" talks, and also in a few other instances. The lecture in Arabic, due to the very limited number of Agency personnel able to understand this language, will be given in English with a brief summary following in Arabic.

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AMERICANS ABROAD

WESTERN EUROPE

25 TO 29 MARCH

25X1A

This new course, covering all of Europe west of the Iron Curtain except [REDACTED] will be given daily, from 1330 to 1630 hours, in Room 2132 "I" Building. Applications for registration must be submitted to the Registrar, on or before 11 March.

This course is intended for all personnel, as well as their adult dependents, expecting to go for the first time to a particular country in this area, within the foreseeable future. Those going to [REDACTED] for the first time should take the periodic Americans Abroad Course [REDACTED] scheduled for 4 to 8 March, 1330 to 1630 hours. [REDACTED] is included in the Americans Abroad course on the Middle East, which will be repeated the week of 10 June.

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About two-thirds of this regional-type course will be devoted to lectures, panels, and general discussion on topics of basic interest and utility for one's first visit to the area. Included will be such subjects as getting to, and established in, the region; health tips and legal advice; finding one's way around the area; brief sketch of its history and importance to the U. S.; and similarities and differences among its peoples. The remaining third of this 15-hour course is intended to give each registrant the practical information he will need on the particular post to which he is going. Special problems, attractions, and current conditions at this post will be highlighted in interviews with the principal instructor as well as with recent returnees.

It is obvious that this new course can succeed only if all applications have been submitted to the Registrar by the deadline, 11 March, in order that the posts for which all enrollees are destined can be known sufficiently in advance. For further information, please call [REDACTED]

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REGIONAL SURVEYRUSSIA IN ASIA2 APRIL TO 25 APRIL

25X1A This course, covering Russian Central Asia, Siberia, and the Soviet Far East, will be given from 2 April to 25 April 1957. Classes will be held Tuesdays and Thursdays, from 1430 to 1600 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, Office of Training, on or before 19 March. An interview with the instructor, Robert [REDACTED] Room 2505, Quarters Eye, extension [REDACTED] is required; consult your training officer.

25X1A

This course is designed for personnel who require economic, political, and military information on Asiatic Russia and who are concerned with Russia's role in Asia. It deals with the historical background of Russia in Asia, with the economic position of Asiatic USSR, and with the political and military role the USSR plays in Asia. Most of the lectures will be given by staff members of the Language and Area School, but a few will be given by guest lecturers.

COURSE SCHEDULE

Tuesday	2 April	1. <u>Introduction</u>
		Historical Background: Russian Expansion in Central Asia.
Thursday	4 April	2. Historical Background, continued: Russian Expansion in Siberia and the Far East.
Tuesday	9 April	3. Ethnography and Political Administration in Asiatic USSR.
Thursday	11 April	4. Economic Geography of Asiatic USSR.
Tuesday	16 April	5. Economic Development of Asiatic Russia: Agriculture, Communications, and Industry.
Thursday	18 April	6. Foreign Relations of USSR with Countries of Asia: the Post-war Period Relations With China, Japan, Indonesia, and Indochina.
Tuesday	23 April	7. Strategic Position of the USSR in Asia.
Thursday	25 April	8. Seminar: Discussion. Final written examination.

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REGIONAL SURVEYEAST ASIA18 MARCH TO 26 APRIL

This course, formerly titled "Northeast Asia", will be given from 18 March to 26 April. Classes will be held Mondays, Wednesdays, and Fridays, from 1400 to 1630 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, on or before 4 March. An interview with the instructor, [REDACTED] is required of applicants.

This course is designed for personnel who require a knowledge of China, Japan, and surrounding dependent areas, such as Formosa, Korea and the Ryukyus, from the beginning of the Nineteenth Century. Particular emphasis will be placed on the impact of the West (including Russia). Particular emphasis will also be placed upon the economic and political relationships of the area to the West. Adequate evidence of the student's accomplishment in the course will be required for evaluation and assessment purposes.

COURSE SCHEDULE

Monday	18 March	1400-1430 1430-1630	Introduction to the Course Man's Origins in East Asia
Wednesday	20 March	1400-1630	The Geography, Demography and Ecology of East Asia, I
Friday	22 March	1400-1630	The Geography, Demography and Ecology of East Asia, II
Monday	25 March	1400-1530 1530-1630	19th Century China Reading Period
Wednesday	27 March	1400-1530 1530-1630	19th Century Japan Reading Period
Friday	29 March	1400-1630	Seminar - East Asia at the Turn of the Century
Monday	1 April	1400-1530 1530-1630	Chinese Traditional Social Patterns Reading Period

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Wednesday	3 April	1400-1530 1530-1630	Japanese Traditional Social Patterns Reading Period
Friday	5 April	1400-1530 1530-1630	China to 1932 Reading Period
Monday	8 April	1400-1530 1530-1630	Japan to 1932 Reading Period
Wednesday	10 April	1400-1530 1530-1630	East Asia, 1932-1941 Reading Period
Friday	12 April	1400-1530 1530-1630	East Asia, 1941-1950 Reading Period
Monday	15 April	1400-1530 1530-1630	The War in Korea Reading Period
Wednesday	17 April	1400-1530 1530-1630	The Chinese People's Republic, I Reading Period
Friday	19 April	1400-1530 1530-1630	The Chinese People's Republic, II Reading Period
Monday	22 April	1400-1530 1530-1630	Japan Today, I Reading Period
Wednesday	24 April	1400-1530 1530-1630	Japan Today, II Reading Period
Friday	26 April	1400-1530	Seminar - East Asia in the World Today

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REGIONAL SURVEY

INDIAN SUB-CONTINENT

4 MARCH TO 10 MAY

This course will be given from 4 March to 10 May. Classes will be held Mondays, Wednesdays, and Fridays from 0850 to 1050 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar on or before 18 February. An interview with the Chief Instructor, [REDACTED] is required of applicants.

Objectives of this first regional survey of the Indian Sub-Continent will be to review the strategic importance of the area to the US and the West, and to provide a working knowledge of the resources, physical characteristics, peoples and problems of the area.

The course is designed for analysts and reports writers who require a knowledge of the geography, traditions and institutions as well as the current political, sociological and economic conditions of the region. Emphasis will be placed on regional problems and relationships and potential developments affecting American security interests.

Instruction will be by lecture, discussion and selected reading materials. Films and training aids will supplement and illustrate material covered in lectures and discussions.

COURSE SCHEDULE (TENTATIVE)

First Week

Strategic Significance of India and Sub-Continent to the US and the West

Geography of the Sub-Continent: Physical Features, Topography, Climate, Natural Resources

Anthropological Background of the Region: Races, Customs, Social Structure

Second Week

Social Problems: Regionalism, Communalism, Caste and Education — India, Pakistan, Ceylon

Historical Background of the Region

Third Week

India, Pakistan, Ceylon since Independence

Religion and Society: Hinduism, Buddhism

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Fourth Week

Religion and Society: Islam

Languages and Linguistic Problems

Literature

Fifth Week

The Arts: Architecture, Sculpture, Painting, Music and the Dance

Political Survey: India, Pakistan, Ceylon

Governmental Structure - Theory and Practice: Pakistan

Sixth Week

Governmental Structure - Theory and Practice: Ceylon

Political Parties, Social Movements and Pressure Groups

Major Political Problems and Trends: The Kashmir Dispute, Canal Waters, Refugees

Seventh Week

Afghanistan - The Northwest Frontier

Role in World Affairs: Commonwealth Relations, International Organizations, Relations with the West.

Eighth Week

Economic Survey: India, Pakistan, Ceylon
Economic Structure - Resources and Problems

Agriculture and Land Tenure

Economic Planning and Development

Ninth Week

Transportation

Trade, Commercial Relationships and Investment

Communist Penetration

Tenth Week

US Policy in the Sub-Continent

US Aid Program for the Sub-Continent

Review and Examination

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(SPECIAL)ECONOMIC GEOGRAPHY
OF THE SOVIET BLOC11 MARCH TO
19 APRIL

This special course will be given from 11 March to 19 April. Classes will be held Mondays, Wednesdays, and Fridays, from 1400 to 1600 hours, in Room 2623, Quarters Eye. Applications for registration must be submitted to the Registrar, Office of Training, on or before 25 February. An interview with the instructor, [REDACTED], Room 2519, Quarters Eye, extension [REDACTED] is required; contact your Training Officer.

The course is designed for personnel who require knowledge of the basic geographic factors as they affect the economic development of that portion of the Eurasian continent which is identified with the term "Soviet Bloc". A brief survey of location, topography, and other physical features will be followed by a more detailed analysis of the distribution of economic activities in the various regions of the Soviet Bloc in relation to their physical environment. These activities embrace the extractive, agricultural, and manufacturing industries; labor resources; the development of transportation and communication; and commercial relations within and outside the Bloc. Students will be required to submit a short term paper. Below is a tentative course schedule:

COURSE SCHEDULEPART I: GENERAL

Monday	11 March	Introduction Strategic significance of the area
Wednesday	13 March	Economic Factors 1: Natural and human resources
Friday	15 March	Economic Factors 2: Agriculture
Monday	18 March	Economic Factors 3: Transportation and communications
Wednesday	20 March	Economic Factors 4: Industry and commerce
Friday	22 March	Review, examination, and critique

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PART II: UNION OF SOVIET SOCIALIST REPUBLICS

Monday	25 March	Economic Regions 1 and 2: Northwest and West
Wednesday	27 March	Economic Regions 3 and 4: South and Southeast
Friday	29 March	Economic Regions 5 and 6: Transcaucasus and Volga
Monday	1 April	Economic Regions 7 and 8: Central Industrial and Urals
Wednesday	3 April	Economic Regions 9 and 10: West Siberia and Kazakhstan and Central Asia
Friday	5 April	Economic Regions 11 and 12: East Siberia and Soviet Far East
Monday	8 April	Review, examination, and critique

PART III: EAST-CENTRAL EUROPE

Wednesday	10 April	Northwest Region 1: East Germany and Poland
Friday	12 April	Central Region 2: Czechoslovakia
Monday	15 April	South-Central Region 3: Albania, Hungary, and Yugoslavia
Wednesday	17 April	Southeast Region 4: Bulgaria and Rumania
Friday	19 April	Review, examination, and critique

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SAIS SUMMER SESSION
AND CONFERENCE

TENSIONS IN
THE MIDDLE EAST

24 JUNE TO
29 AUGUST

The School of Advanced International Studies (SAIS) announces that its 1957 graduate summer session, 24 June - 23 August, and conference, 26-29 August, will concern TENSIONS IN THE MIDDLE EAST.

Specific summer session course offerings are as follows:

PROBLEMS OF NATIONALISM AND SOVEREIGNTY

Cecil Hourani, American University of Beirut

AMERICAN POLICY IN THE MIDDLE EAST

Robert Strausz-Hupe, University of Pennsylvania

COMMUNISM IN THE MIDDLE EAST

Walter Z. Laqueur, author of "Communism in the Middle East"

ECONOMIC PROBLEMS OF THE MIDDLE EAST

Robert Sethian, Department of Commerce

SOCIAL CHANGE IN THE MIDDLE EAST

A. P. Stirling, London School of Economics

Applications for summer session courses are due in the Office of Training by 1 April, and include attendance at the four-day conference. Applications for conference only are due by 15 July.

Applications for courses (including conference) or conference only should be submitted on CIA Form No. 136, Request for Training at Non-CIA Facility. The conference is by invitation only. Agency employees desiring invitations may obtain these only through the Office of Training.

Persons requesting a full-time program (2 courses for credit and 1 course audit) must submit transcripts of academic records above high school along with their training request, in order to be certified by the OTR Qualifications Review Panel on 25 April.

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REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. [Please check with your Training Officer regarding his special deadlines for applications:]

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Intelligence Orientation Intelligence Orientation (R&S Auditorium)	B-3	25 February 25 March	4 Mar - 29 Mar 1 Apr - 26 Apr
Administrative Procedures (136, [REDACTED])	B-4	1 April	8 Apr - 26 Apr
(See your OTR Catalog) (136, [REDACTED])	B-5	25 February	4 Mar - 5 Apr
Basic Supervision (GS 5-7)	B-7	4 March	11 Mar - 22 Mar
Basic Supervision (GS 9-11) (0830-1230 hours, daily, 1 [REDACTED])	B-7	1 April	8 Apr - 19 Apr
Basic Management (GS 13-15)	B-8	18 February	25 Feb - 8 Mar
Basic Management (GS 11-13) (0830-1230 hours, daily, 15 [REDACTED])	B-8	18 March	25 Mar - 5 Apr
Clerical Refresher Program (2300 Alcott)	B-12 to B-19	11 March	18 Mar - 12 Apr

Pre-testing for the Clerical Refresher Program is scheduled for
14 March in Room 2300, Wing C, Alcott Hall as follows:

0900-1000 Typing 1000-1100 Shorthand 1100-1200 English Usage

Non-clerical Basic Typing B-17 18 March 25 Mar - 17 May
(0730-0815 hours, daily
2702 Qtrs. Eye)

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Instructional Techniques (2011 R&S)	B-20	11 March	18 Mar - 22 Mar
Dependents' Briefing (117 Central Bldg.)	B-23	(See your Train- ing Officer)	5 Mar - 6 Mar 2 Apr - 3 Apr
Party Organization & Operations (0830-1230 hours, daily, 2202 Alcott)	C-2	25 March	1 Apr - 26 Apr
Intelligence Techniques 2027 R&S)	I-1	25 March	1 Apr - 26 Apr
Conference Leadership (0830 - 1130 hours, Monday, Wednesday 2025 R&S)	I-3	15 April	22 Apr - 29 May
Effective Speaking (0930 - 1130 hours Monday, Wednesday 2025 R&S)	I-5	4 March	11 Mar - 17 Apr
Writing Workshop (0900 - 1200 hours, 1st week: Mon., Tues., Thurs. last two weeks: Tues., Thurs. 2026 R&S)	I-6	18 February	25 Feb - 21 Mar
Reading Improvement*	I-7	8 April	15 Apr - 8 May (Was 15 Apr - 31 May) 15 May - 7 June
("O" course titles are listed only in <u>OTR Catalog 100-1</u>)	O-1	18 March	1 Apr - 26 July
	O-2	18 February	4 Mar - 12 Apr
	O-4	11 February 25 March	18 Feb - 8 Mar 1 Apr - 19 Apr
	O-5	22 April	29 Apr - 10 May
	O-6	22 April	29 Apr - 24 May

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<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
("O" course titles are listed only in <u>OTR Catalog 100-1</u>)	0-8	25 February	4 Mar - 22 Mar
	0-10	1 April	8 Apr - 26 Apr
	0-13	8 April	15 Apr - 3 May
	0-16	25 February	11 Mar - 25 Apr
	0-17	15 April	29 Apr - 24 May
	0-25	18 February 1 April	25 Feb - 15 Mar 8 Apr - 26 Apr

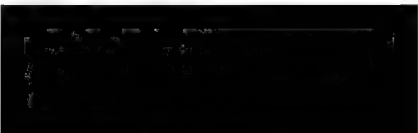
*PLEASE MAKE THESE CHANGES ON YOUR LONG-TERM SCHEDULE OF COURSES

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AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Basic Country Survey:</u>		
Indian Sub-Continent	18 February	4 Mar - 10 May
<u>Regional Surveys:</u>		
East Asia (This course formerly was titled <u>Northeast Asia</u>)	4 March	18 Mar - 26 Apr
Russia in Asia	19 March	2 Apr - 25 Apr
Southeast Asia	21 January	5 Feb - 11 Apr
Economic Geography of the Soviet Bloc (This course does not appear on your <u>Long-Term Schedule of Courses</u>)	25 February	11 Mar - 19 Apr
<u>Americans Abroad:</u>		
	28 January	11 Feb - 20 Feb
	18 February	4 Mar - 8 Mar
Western Europe	11 March	25 Mar - 29 Mar

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PART-TIME LANGUAGE TRAINING

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>French</u>		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
Intermediate Spoken (I)	18 March	1 Apr - 7 June
Intermediate Spoken (II)	18 March	1 Apr - 7 June
<u>German</u>		
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
<u>Italian</u>		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
Intermediate Spoken (I)	18 March	1 Apr - 7 June
<u>Portuguese</u>		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
<u>Romanian</u>		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June

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<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Russian</u>		
Familiarization (1245-1345; T,Th, Room 1905, Qtrs. Eye)	25 February	11 Mar - 3 May
Economic Reading (II) (1500-1700; M,W,F, Room 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
Scientific Reading (II) (1400-1700; T,Th, Room 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
Elementary Short Course (II) (1730-1945; M,W, Evenings, 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
<u>Spanish</u>		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
Intermediate Spoken (I)	18 March	1 Apr - 7 June

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INTENSIVE (FULL-TIME) LANGUAGE TRAINING

Applications for Intensive (Full-Time) Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG.

<u>Course Title</u>	<u>Course Dates</u>
<u>Basic:</u>	
French	8 Apr - 13 Sept
German	8 Apr - 23 Aug
Italian-	8 Apr - 13 Sept
Romanian	1 Apr - 30 Aug
Spanish	8 Apr - 13 Sept

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FOREIGN LANGUAGE PROFICIENCY TESTS

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The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about 3 - 4 hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Wednesday. Call extension [REDACTED] at least one week prior to the date of a test, to arrange an appointment.

French 13 February

Norwegian 10 April

German 3 April

Russian 27 February

Italian 13 March

Spanish 17 April

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OTR AND AGENCY TRAINING OFFICER DIRECTORIES

OFFICE OF TRAINING

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	<u>Ext.</u>	<u>Room and Building</u>	
Director of Training	Matthew Baird	11	25X1A
Deputy Director of Training		11	
Plans & Policy Staff		4	
Editor, OTR Bulletin		1-B	
Support Staff		8	
Registration Section		1110, Alcott	
Processing Section		1107, Alcott	
Assessment & Evaluation Staff		1331A, R & S	
Junior Officer Training Program		2413, Alcott	
Intelligence School		2009, R & S	25X1A
School of International Communism & the USSR		2204, Alcott	
Operations School		201C	
Language & Area School		2129, I	
Proficiency Testing		2520, Qtrs. I	
Eastern Studies		2518, Qtrs. I	
Western Studies		2129, I	
Special Asst. for DD/I		347, Admin	

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1117, M
1007, M

ONE

105, Admin

OCI

2052, Q
2052, Q

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OSI

1713, Barton

OBI

126, [REDACTED]

OO

402, 1717 H

CONTACT

523, 1717 H

STATSPEC

SOVMAT

410, 1717 H

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[REDACTED]

414, 1717 H

FDD

2021 [REDACTED]
2029 [REDACTED]

Special Asst. for DD/S

222, East

Audit

1133, Eye

Management

555, 1717 H

Medical

1303, J

Communications

2308, I

Comptroller

1039, Alcott

Logistics

2406, Qtrs. I

Personnel

249, Curie

Security

2514, I

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SECURITY OR ANNIHILATION!

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“**IF** Destruction be our Lot
We must Ourselves be its Author...”

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Lincoln

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